



Indiana Department of Education's
Indiana Teacher of the Year Program
2017 Application



Indiana Department of Education
115 West Washington Street, South Tower, Suite 600
Indianapolis, IN 46204

March 30, 2016

Dear Superintendents and Principals:

As William Butler Yeats wrote, "Education is not the filling of a pail, but the lighting of a fire." We are looking for teacher leaders who light the fire in their students, and continue that inspiration to all teachers and future teacher leaders. We would like to encourage your school district to celebrate the teaching profession with us in your community by submitting your local candidate in the 2017 Indiana Teacher of the Year Program. I am excited about working with many teacher leaders throughout the state and involving them in education policy decisions.

By submitting a district candidate to Indiana's Teacher of the Year Program, your chosen educator will represent the excellence in teaching within your community and our state. This award is not just a singular personal award, but in fact this is an award for the entire community! We encourage your district to celebrate the teacher of the year accomplishment with your community and support your candidate during the selection process!

It is important to emphasize the magnitude of influence the Indiana Teacher of the Year has at a state and national level. The Council of Chief State School Officers (CCSSO) sponsors the National Teacher of the Year (NTOY) program. CCSSO expects every state teacher of the year to attend national events that create far-reaching opportunities to make a difference for education. Because attendance is vital to the networking process, you, as the superintendent, will need to provide release time for your teacher. Although the travel schedule varies each year, a typical year will include five major national events, several local discussion panels, and celebrations throughout the year. The national events include a weeklong workshop to introduce all state teachers of the year, a week-long trip to Washington, D.C. for recognition by the President; Educator Space Camp in Huntsville, Alabama; and other workshops with policy makers and to plan for future opportunities.

The Indiana Department of Education is thrilled to partner with our corporate sponsors for the Indiana Teacher of the Year Program. American Fidelity, CSO Architects, the Lumina Foundation, Kroger, and many others great organizations and companies helped support the program and funded a wonderful celebration for the 2016 Teacher of the Year Banquet. We additionally have several other local sponsors that support celebrating our Indiana Teacher of the Year candidates throughout the program.

Indiana has many high quality teachers who need to be recognized. I plan to let the citizens of Indiana know just how grateful we all should be for their outstanding service to our children. Please join me in elevating the teaching profession by rewarding our exceptional teachers.

Sincerely,

Glenda Ritz
Indiana Superintendent of Public Instruction



Qualifications for School District's Teacher of the Year Candidate

District Indiana Teacher of the Year candidates must be allowed time for development of their Indiana Teacher of the Year portfolio. For that reason, the Department of Education urges local schools to make their selection known to the teacher before the end of the school year, so the nominee can gather letters of support, background materials, and develop the written portions of the portfolio in time for the **July 11, 2016**, submission deadline for Indiana Teacher of the Year.

Indiana Teacher of the Year candidate must-

- 🍎 Be willing and able to fulfill the INTOY duties
- 🍎 Be an exceptionally dedicated, knowledgeable, and skilled teacher in an Indiana accredited public or non-public school, pre-kindergarten through grade twelve, who is planning to continue in an active teaching status (supervisory and administrative responsibilities should be of secondary consideration)
- 🍎 Inspire students of all backgrounds and abilities to learn
- 🍎 Have the respect and admiration of students, parents, and colleagues
- 🍎 Play an active and useful role in the community as well as in the school
- 🍎 Be poised, articulate, and able to withstand a taxing schedule
- 🍎 Demonstrate innovative 21st Century skills and continuing professional growth
- 🍎 Meet with classes of students e.g. a classroom teacher, a special area teacher, instructional coach, counselor, or a library media specialist who also has an instructional role that involves direct work with students for a majority of the work day
- 🍎 Maintain employment in a role such as articulated above, even if her/his specific position changes during the application process (departure from the field will disqualify the candidate from advancement in the competition)
- 🍎 Complete the Indiana Teacher of the Year Application appropriately for consideration as the Indiana Teacher of the Year, creating an authentic product written personally by the candidate
- 🍎 District must comply with IC 20-20-4 (Indiana Teacher of the Year Program)

Policy Notification Statement- It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS '12101, et. seq.)

Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 115 West Washington Street, Indianapolis, IN 46204, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204.



Application Procedure

**Completed Indiana Teacher of the Year portfolios must be received by
July 11, 2016**

Portfolio Guidelines:

- 🍎 Portfolio must be emailed to INTOY@doe.in.gov
- 🍎 In the **subject line of the email**, title the email according to the format guideline:
 - **Last name_2017 INTOY_Name of School Corporation**
- 🍎 In the **body of the email**, please list the following information using the formatting guideline below:
 - Candidate's Last Name:
 - Candidate's First Name:
 - School District:
 - School Name:
 - Subject and Grade Level:
 - Candidate's Email:
 - Candidate's School Phone #:
 - Candidate's Home Phone #:
 - Principal's Name:
 - Principal's Email:
 - School Address:
 - School Phone #
 - Superintendent's Name:
 - Superintendent's Email:
 - School District Address:
 - School District Phone #:
- 🍎 Any additional writing in the body of the email is unnecessary and will not be considered when reviewing the portfolio.
- 🍎 The portfolio should be sent as 1 PDF attachment and titled:
 - Last Name_2017 INTOY_Name of School Corporation
- 🍎 The Headshot should be sent as 1 JPEG attachment and titled:
 - Last Name_2017 INTOY_Name of School Corporation
- 🍎 When necessary, photos, news clips, etc. should be scanned in and included in the portfolio.
- 🍎 Please do not mail any documents.
- 🍎 Pages exceeding the required limit will not be considered and the portfolio will be disqualified.
- 🍎 Each completed portfolio should be an authentic product written personally by the candidate.



Candidate Checklist

A. Double check for each required item

- _____ Basic Information sheet is complete with all signatures and requirements
- _____ Header indicating each section
- _____ Font size no smaller than 10 point
- _____ Use double space where indicated
- _____ JPEG Headshot titled: Last Name_2017 INTOY_ Name of School Corporation
- _____ PDF Portfolio titled: Last Name_2017 INTOY_ Name of School Corporation

B. Double check to see that each section is in the portfolio is complete.

- _____ I. Basic Information Sheet with picture and required signatures (superintendent and candidate)
- _____ II. Professional Development (2 pages)
- _____ III. Professional Biography (2 pages)
- _____ IV. Community Involvement (1 page)
- _____ V. Philosophy of Teaching (2 pages)
- _____ VI. Education Issues and Trends (2 pages)
- _____ VII. The Teaching Profession (2 pages)
- _____ VIII. Indiana Teacher of the Year (1 page)
- _____ IX. Three Letters of Support (3 pages)
- _____ X. Additional Information (4 pages if needed)
- _____ XI. Publicity Biography (1 page)
- _____ Publicity Headshot: 5x7 or larger JPEG image

NOTE: Portfolios that do not comply with Sections A and B will be disqualified.



Indiana Teacher of the Year Portfolio Section Requirements

I. BASIC INFORMATION SHEET

This section must:

- Be the **cover** page of the application packet
- Be filled in completely and fit on one page
- Contain signatures of both the school district superintendent and candidate
- Include a color headshot of candidate on this document where indicated
- Be typed and scanned into the portfolio

II. EDUCATIONAL HISTORY AND PROFESSIONAL DEVELOPMENT ACTIVITIES

Please limit your response to two typed, double-spaced pages.

Beginning with the most recent:

- List colleges and universities attended including post-graduate studies
- Indicate degrees earned and dates of attendance
- Indicate all Indiana licensures
- List teaching employment history beginning with the most recent and indicate time period, grade level, and subject area
- Include professional association memberships; offices held, service on committees, commissions, task forces, and other relevant activities
- List leadership activities in staff development and the training of future teachers
- Include awards and other recognition

This section must:

- Adhere to the formatting guidelines
- Utilize a creative, but professional, layout to fulfill space requirements if needed to fit all of the requested information within the space requirements
- Be clear, organized, and easy to read and follow

III. PROFESSIONAL BIOGRAPHY

What were the factors that influenced you to become a teacher?

Describe what you consider to be your greatest contributions and accomplishments in education.

Please limit your response to two typed, double-spaced pages.

IV. COMMUNITY INVOLVEMENT

Describe your commitment to your community through service-oriented activities, volunteer work, civic and other group activities.

Please limit your response to one typed, double-spaced page.

V. PHILOSOPHY OF TEACHING

Describe your personal feelings and beliefs about teaching.

Please limit your response to two typed, double-spaced pages.

Issues to include:

- Your own personal perspective of what makes you an outstanding teacher
- A description of the rewards you find in teaching
- Your beliefs about teaching demonstrated in your personal teaching style

VI. EDUCATION ISSUES AND TRENDS

What do you consider to be the major public education issues today?

Address one in depth, outlining possible causes, effects, and resolutions.

Please limit your response to two typed, double-spaced pages.

VII. THE TEACHING PROFESSION

What can you do to strengthen and improve the teaching profession?

What is and/or what should be the basis for accountability in the teaching profession?

Please limit your response to two typed, double-spaced pages.

VIII. INDIANA TEACHER OF THE YEAR MESSAGE

The Indiana Teacher of the Year serves as a spokesperson and representative for the teaching profession.

What will your Indiana Teacher of the Year message include and how will you communicate this to others in your profession, and to the general public?

Please limit your response to one typed, double-spaced page.

Ensure the Indiana Teacher of the Year Message impacts:

- Teachers
- Students
- Parents
- Legislators
- Educational Organizations

(If you are chosen as a Top Ten finalist, you will present a two-minute speech on the message you write about here during your interview with the selection committee.)

IX. LETTERS OF SUPPORT

Include three recent letters of support.

These letters of support do not need to be double-spaced.

Please provide letters of support from any of the following individuals:

- District superintendent (Required)
- Principal
- Instructional Coach
- Department Head
- Colleague
- Current or former student
- Parent
- Legislator
- Educational Organization or Association
- Community leader

Letters of support requirements:

- Addressed to the **Teacher of the Year selection committee**
- No longer than **one page for each** letter of support
- Scan and insert letters of support into this section of the portfolio
- Letters must show an **original signature** or the portfolio will be disqualified
- An effective letter of support contains evidence of personal knowledge of the teacher and an indication of the qualities that would qualify the candidate to be Indiana's Teacher of the Year
- Additional letters may be included in the *Additional Information* section as long as this does not extend the page requirements in that section

X. ADDITIONAL INFORMATION

We want to know more about what makes you a great educator!

This is an additional opportunity to highlight your accomplishments.

Also demonstrate the impact that you have on your students, school, and community.

Please limit to no more than four pages. Be creative with the allotted space provided.

In this section, please feel free to include materials such as:

- Student or class data
- News clippings
- Published articles
- Innovative programs
- Classroom activities
- Sample speech
- Lesson plans
- Community projects
- Photos that highlight current strong qualities
- Any other information that you think we should know about you

This section must:

- Be organized neatly
- Be easy to read and follow
- Be labeled appropriately
- Include descriptions to photographs and/or charts

XI. PUBLICITY BIOGRAPHY PARAGRAPH:

Limit the length of your biography to roughly 10 sentences

Special Attachment:

Headshot: 5x7 inch or larger in JPEG format

- In one email, attach this JPEG image as a along with the INTOY portfolio when submitting

Publicity Biography and Headshot will be used for:

- INTOY Website
- INTOY Program
- INTOY Banquet
- IDOE Press Releases
- IDOE Communication Department



Teacher of the Year Portfolio Guidelines

Each Indiana school district Teacher of the Year must complete the following INTOY portfolio to be considered a candidate for the Indiana Teacher of the Year. Please complete a portfolio of information, according to formatting and portfolio guidelines below.

Portfolio Formatting Guidelines:

- 🍎 Please provide **all** information requested in the application form
- 🍎 Limit your answers to the number of pages requested in each section
- 🍎 Each page must contain a header that indicates which section that page represents
- 🍎 Each section must be written in order
- 🍎 Each page must be numbered (Basic Information sheet does not need to be numbered)
- 🍎 Type font must be easy to read and no smaller than 10 point
- 🍎 There is no margin size restriction limit, but be mindful and ensure that type does not extend past the page when printed
- 🍎 Include an electronic JPEG color headshot suitable for publicity purposes: Please attach this image when submitting the Indiana Teacher of the Year portfolio. Both attachments must be in one email.
- 🍎 Signatures of the candidate, the candidate's principal and the candidate's district superintendent must be provided
- 🍎 Portfolio should result in a clean, clear, easy to read document
- 🍎 Portfolios that do not comply with the formatting guidelines will be disqualified during Phase I of the review process

Teacher of the Year Coordinator

For questions or concerns contact:

Caitlin Beatson

Indiana Teacher of the Year Program Coordinator

cbeatson@doe.in.gov

The Teacher of the Year application can also be accessed at: <http://www.doe.in.gov/toy>



Helpful Hints & Keys to Success for INTOY Candidates

National and state review committees agree that the substance of the portfolio is more important than an elaborate presentation (appearance). In other words, candidates should provide well-thought-out text, presented in a neat, easy-to-read format, accompanied by carefully selected background materials.

Make sure that the Portfolio

- 🍎 Is heartfelt and demonstrates a love for teaching
- 🍎 Demonstrates that the candidate is an exceptionally dedicated, knowledgeable, and skilled teacher
- 🍎 Highlights the candidates' ability to inspire students of all backgrounds and abilities to learn
- 🍎 Shows how the candidate develops respect and admiration of students, parents, and colleagues;
- 🍎 Highlights how the candidate plays an active and useful role in the community as well as in the school
- 🍎 Showcases an educator who is poised, articulate, presents herself/himself clearly and professionally, and possesses the energy to represent all of Indiana's educators

Other crucial suggestions

- 🍎 Letters of support from former or current students are encouraged
- 🍎 It is important to highlight examples that illustrate the candidate's ability to go above and beyond what is expected inside and outside of the classroom
- 🍎 Check and recheck narratives for spelling and typographical errors. While a typo may not eliminate a candidate, it certainly reflects unfavorably
- 🍎 A previously nominated candidate's portfolio must be updated with current information in order to be considered by the selection committee
- 🍎 Do not include hyperlinks in the body of the portfolio. If needed, share desired images of the web link within the Additional Information section
- 🍎 Portfolio should be written in the teacher's own words
- 🍎 If sources are used, please make sure to cite appropriately or the portfolio will be disqualified
- 🍎 Review each section to ensure all the requirements are addressed

Candidate Headshot

Insert Digital Color Photo Here

For Publicity
Purposes Only



Indiana Teacher of the Year
Basic Information Sheet

Candidate	
Name:	Home Phone:
Home Address:	Office Phone:
City, State, Zip:	Email Address:
Subject and Grade Level:	Total Number of Students:
Total years of experience:	Years in present position:
School/ Building Principal	
Name:	Phone:
School Name:	
School Address:	Principal Email:
City, State, Zip:	Total Building Number of Students:
School District/ Superintendent	
Name:	Phone:
District Name:	
District Address:	Superintendent Email:
City, State, Zip:	Total District Number of Students:

The superintendent acknowledges that the nominee submits this application with their approval. If the district candidate is selected as the 2015 Indiana Teacher of the Year, they are granted permission to be released from classroom responsibilities during their year of recognition and an INTOY year of service in order to fulfill the obligations inherent in this honor. The district candidate also agrees to the INTOY roles and responsibilities if selected the Indiana Teacher of the Year. We hereby give our permission that any or all of the following materials may be shared with persons interested in promoting the Indiana Teacher of the Year program.

Superintendent's Signature

Principal's signature

Candidate's Signature



Selection Timeline of Events for the Indiana Teacher of the Year

Suggested Local Process-

April 2016: <http://www.doe.in.gov/toy>

Indiana Teacher of the Year program application and information posted online.

April-June 2016

School districts select a local Teacher of the Year.

June-July 2016

Local Teachers of the Year compile portfolio.

July 2016

Teacher of the Year portfolios are submitted to the Indiana Department of Education by **July 11, 2016**.

State Process-

July 2016

Indiana Teacher of the Year Selection Committee reviews portfolios.

July/August 2016

Indiana Teacher of the Year portfolio committee meets to select ten finalists.

August/September 2016

Indiana Teacher of the Year Selection Committee announces the Top Ten INTOY finalists

September 2016

Indiana Teacher of the Year Selection Committee interviews the Top Ten finalists, including a two-minute speech from each Top Ten finalist about her/his message as a potential INTOY (Section VIII in the portfolio), in addition to interview questions

September 2016

Indiana Teacher of the Year Selection Committee Conducts unannounced Classroom Visits for the Top 3 INTOY Candidates

September/October 2016

2017 Indiana Teacher of the Year is announced.

November 2016

Awards banquet

January-April 2017

National Teacher of the Year Conferences and INTOY Engagements

